

UPAT 2005-2006 PRESENTER REQUEST FORM

Please provide all of the information requested below. A completed Presenter Request must be on file in the Tour office before booking for the 2005-2006 season can be confirmed. To ensure equity, the forms will be recorded with the date received and considered on a first-come, first-served basis. Every presenter must file a new form each season. The Council reserves the right to deny a request if paperwork and/or payment from prior years has not been completed.

MAIL FORM TO > Utah Arts Council
617 East South Temple
Salt Lake City, UT 84102

OR FAX FORM TO 801-236-7556
Questions: Call 801-236-7549

Your will receive a letter confirming that your request has been received within four weeks

ORGANIZATION INFORMATION

Name of Organization		Contact Person	
Address		City	ZIP
Day Telephone	Evening/cell	Email	Congressional District
BRIEF DESCRIPTION OF ORGANIZATION (COMPLETE ONLY IF YOU HAVE NOT USED THE TOUR BEFORE.) <i>INCLUDE NONPROFIT STATUS OF AFFILIATION WITH UMBRELLA NONPROFIT, SCOPE OF SERVICES AND PROGRAMS. CAN ATTACH BROCHURES. ETC.</i>			

UPAT 2004-2005 REQUESTS

1	ARTIST NAME	PROJECTED DATE	UAC SUPPORT	PRESENTER COST
2	ARTIST NAME	PROJECTED DATE	UAC SUPPORT	PRESENTER COST
3	ARTIST NAME	PROJECTED DATE	UAC SUPPORT	PRESENTER COST
4	ARTIST NAME	PROJECTED DATE	UAC SUPPORT	PRESENTER COST
UAC WILL PAY A MAXIMUM OF \$2,500 (total of all performances)				

PRESS PACKET

This year, the presenter will contact the artist directly to arrange for press packets and sample CDs. Please check the website for artist contact information.

FACILITY INFORMATION

IF SEVERAL WILL BE USED, ATTACH A BRIEF DESCRIPTION OF ADDITIONAL SPACES USED AND WHICH PERFORMANCES THEY WILL BE USED FOR.	
NAME OF FACILITY	CONTACT PERSON FOR FACILITY
TELEPHONE AT PERFORMANCE SITE	AUDIENCE CAPACITY
TYPE OF FACILITY	<input type="checkbox"/> PROCENIUM W/O FLY SPACE <input type="checkbox"/> PROSCENIUM WITH FLY SPACE
	<input type="checkbox"/> MULTI-PURPOSE AUDITORIUM W/O STAGE <input type="checkbox"/> MULTI-PURPOSE AUDITORIUM WITH STAGE
<input type="checkbox"/> OTHER Please describe	

FOR OFFICE USE ONLY

DATE RECEIVED	ACCEPT LETTER	WAIT LIST LETTER
PRESENTER AGREEMENT SENT		
NOTES		

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